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16 October 1986

MEMORANDUM FOR: Deputy Director for Policy, Analysis and Evaluation  
Office of Personnel

FROM:

[REDACTED]

Director of Training and Education

SUBJECT:

Guest Speaker for Office of Training and  
Education Conference

1. Thank you for accepting our invitation to speak at the Office of Training and Education (OTE) Conference to be conducted [REDACTED] 12-13 November 1986. Your session is entitled, "Panel Discussion: The Human Resource Task Force," and is scheduled for 1000-1100 hours on 13 November. The panel discussion will be followed by a break and an exercise at 1115-1200 hours for which you, [REDACTED], the other panelists, will serve as "roving referents" for the various discussion groups which will be facilitated by OTE participants. Each panelist will have about 15 minutes to share his observations with a 15-minute question and answer period.

2. We would like you to discuss key findings of the Human Resource Task Force regarding the changing composition of the Agency's workforce. What will future personnel be like? How will their educational backgrounds and other demographic data differ? What types of career tracks will be available? The small group exercise following your panel discussion will permit managers, instructors, and training support personnel to explore implications for training based on your task force report. You will be speaking in a theater (with a capacity of about 230 people) with a stage, lectern, and table with microphones. An overhead projector and 35 mm slide projector are available for your use.

3. Travel arrangements and your schedule are as follows:

[REDACTED]	
Panel Discussion: The Human Resource Task Force at Theater, Administration Building	1000 hours, 13 November
Break	1100 hours, 13 November
Small Group Exercise: Reactions to the Human Resource Task Force Findings-- Implications for Training	1115 hours, 13 November
Lunch	1200 hours, 13 November
[REDACTED]	1315 hours, 13 November

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4. If you have any questions concerning the conference, please call Dr. [redacted] Please coordinate any travel changes with [redacted]

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5. I look forward to seeing you at the conference.

[redacted]

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Attachment:  
OTE Conference Schedule

Distribution:  
Orig. - Addressee  
2 - [redacted] LDD  
1 - [redacted]  
1 - Chrono  
1 - [redacted] Logs/OTE

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